

## Wisconsin Weatherization Procurement “How To” Guide

### Topic: **“How To” Instructions for a Refrigerator-Freezer Replacement & Disposal Procurement**

1. IMPORTANT: Use the revised Commodities RFB (the changes that were made are identified in a text box on the cover page). REVIEW the changes to the RFB using the track-changes attachment.
2. IMPORTANT: Attachments 3 and 4 are required.
3. **IMPORTANT: Choose one version of Attachment 4 specifications – either With Glass Shelves, or Without Glass Shelves. (Note the difference in annual kWh use.) If you need further modifications or have questions, contact the Help Desk.**
4. Cover Page – make sure the “Quote Price & Delivery FOB” box states: Customer’s address as provided by Agency.
5. RFB 4.5 - Specify how RFB is to be awarded. Do you want to award based on Grand Total (with all sizes of refrigerators and all sizes of freezers provided by one vendor), or would you prefer the option to order different sizes/products from different vendors? Be sure to note if bids will be awarded by county, etc.
6. RFB 6.3a) – Attachment 5 is required – see note in RFB.
7. Contact vendors in advance to encourage them to bid. Note that this procurement is now classified as a Commodity and Affirmative Action/Contract Compliance does not apply.
8. **IMPORTANT:** Develop a cover letter informing vendors of:
  - a. Changes in specifications (see Attachment 4)
  - b. Clarification of how Informational Pricing works (see RFB sections 1.1, 1.3 and the Cost Sheet – Attachment 3). You may also wish to identify any requirements NEW to this RFB compared to your last RFB, such as identifying in Attachment 5 that serial # and model are required.
  - c. May wish to note that the Affirmative Action requirement no longer applies to this procurement.
9. If you receive questions from potential bidders regarding any of the new features of the cost sheet, specifications, or RFB and are uncertain how to respond, please contact the Help Desk. (Note that the responses need to be shared with all interested bidders, so consider establishing a way to collect contact information electronically.)

#### **RFB excerpt: 3.4 Communication with Bidders**

*In the event it becomes necessary to make changes to the Calendar of Events, provide additional clarifying data or information, revise any part of this RFB, or provide a record of questions and answers, the Procurement Manager shall send written notification, electronically or in hard copy, to all Interested Bidders.*

10. **IMPORTANT:** COST SHEET INSTRUCTIONS: Use of the cost sheet template is required. Modify the first worksheet; instructions are on the second worksheet tab. See column L for instructions; some instructions are in Comment Boxes (see by ‘hovering’ the cursor over red ‘flags’ in column L.